



## SOLE SOURCE

**SOLE SOURCE JUSTIFICATION:** A purchasing situation in which a procurement is only available from one source.

<b>Request Number:</b>		<b>Date:</b>	
<b>Proposed Source:</b>			

<b>Scope of Work:</b> (Description of materials/service to be provided)

<b>Exclusive Capability:</b> (Description of Proposed Source's unique capabilities and /or personnel to perform this work; and why this is the only source available)

### Signatures

<b>Name of Originator:</b>	<b>Signature:</b>
<b>Agency Procurement Officer:</b>	<b>Signature:</b>
<b>Department Head:</b>	<b>Signature:</b>



## **SOLE SOURCE INSTRUCTIONS**

In a Sole Source situation, the Agency Procurement Officer (APO) is to complete the Sole Source Form and attach it to the appropriate file when the procurement is handled at the agency level; or attach it to the Purchase Requisition form when the procurement is to be handled by the State Purchasing Division.

Sole Source justification must also include Sole Brand justification and a letter from the Original Equipment Manufacturer (OEM).

- Request Number:** Provide the Purchase Requisition or Purchase Order Number.
- Proposed Source:** Provide the name and telephone number of the supplier (service) or manufacturer (item).
- Scope of Work:** Provide the information to establish the context of the sole source, for example, the function of the item or service. Indicate where and how the item or service is to be used, operational environment, previous experience or history, etc. Use layman's terms to identify any efforts made to locate other possible sources, such as review of Thomas Register, Industry Organizations, Internet searches, Consultants, RFIs, Buyers Laboratory, Advertisements in Industry Publications, contact with Buyer, etc.
- Exclusive Capability:** Describe the proposed supplier's unique capabilities and explain why this is the only source available. Provide specifics.

Following are examples in which Sole Source could be acceptable.

- Only the proposed source can furnish the services because of its previous Agency/Institute experience. Having an alternative source duplicating these capabilities would result in excessive cost to Agency/Institute. (Excessive cost must be quantified).
- Only one supplier can satisfy the technical requirements because of unique technical competence or expertise. (Technical requirements must be valid and verifiable.)
- The item does not satisfy the requirements for Sole Source, but the use of any other manufacturer's product would result in excessive cost to Agency/Institute. (Excessive cost must be quantified).
- Only one source possesses patents or exclusive rights to furnish the item or service (for example, the product is only available from the manufacturer, etc.) or only one supplier has the ability to furnish the item or service.
- Other extenuating circumstances or considerations include, as applicable, adverse impact on Agency/Institute of not using the proposed source, and other considerations not previously stated.